



Town of Vienna Planning Commission

2019 Annual Report

Section 15.2-2221.5 of the Code of Virginia and Section II.C. of the Town of Vienna Planning Commission bylaws state that the Planning Commission must provide an annual report to Town Council concerning operation of the commission and the status of planning in Town.

COMMISSION MEMBERSHIP

The following individuals served on the Planning Commission in 2019: Michael Gelb (Chair), Stephen Kenney (Vice Chair), Walter I. Basnight Jr., Sharon Baum, Sarah Couchman, Julie Hays, Mary McCullough, Andrew Meren, David Miller, and David Patariu. Julie Hays was appointed to the Planning Commission on June 18, 2019 to fill a vacant position. Walter I. Basnight Jr. resigned on July 1, 2019 and David Patariu was appointed to fill his position on October 1, 2019.

After four (4) years, Mary McCullough resigned as the Planning Commission representative on the Windover Heights Board of Review; Sharon Baum now serves on the board.

Sharon Baum and Andrew Meren completed the Virginia Certified Planning Commissioners' Program, which covers the "what" and "why" of planning in Virginia in addition to reviewing principals that guide the community planning process. Including Commissioners Baum and Meren, six current commissioners have completed this program.

MEETINGS

In 2019, the Planning Commission held 11 regularly scheduled meetings which included five public hearings. There was also one joint public hearing during a Town Council meeting. In addition, the Commission held 12 work sessions, six of which were held jointly with other boards including: one with Town Council, two with Town Council and the Board of Architectural Review, and three with Town Council and the Transportation Safety Commission. Details of items discussed at these meetings, public hearings, and work sessions are included as a table starting on the next page of this report.

RESOLUTIONS

The Planning Commission adopted Resolution 2019-001 on January 9, 2019, a policy on electronic participation of commissioners.



COMMISSION
MEMBERS

9



REGULAR
MEETINGS

11



WORK SESSIONS

12



PUBLIC
HEARINGS

6



RESOLUTIONS

1

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REGULAR MEETING [RM], WORK SESSION [WS], AND PUBLIC HEARING (PH)

Jan 9 [RM]	Election of officers (reappointment of same, Chair Michael Gelb and Vice Chair Stephen Kenney) Adopted resolution language for planning commissioners to participate electronically during public meetings
Jan 23 [WS]	Reviewed draft bylaws
Feb 13 [WS]	Reviewed and discussed 380 Maple located at 374 - 380 Maple Avenue W, a mixed-use Maple Avenue Commercial (MAC) rezoning application
Feb 27 [WS]	Reviewed and discussed Sunrise Assisted Living located at 100-112 Maple Avenue E, a mixed-use MAC rezoning application Reviewed and discussed design guidelines and related amendments to MAC Zone regulations
Mar 4 [WS]	Joint work session with Town Council to discuss MAC rezoning applications for 380 Maple and Sunrise Assisted Living
Mar 13 [WS]	Reviewed and discussed proposed design guidelines and related amendments to MAC Zone regulations
Mar 20 [WS]	Joint work session with Town Council and Board of Architectural Review to review design guidelines and related amendments to MAC zone regulations
Mar 27 [RM]	Adopted Planning Commission Bylaws and Rules of Procedure PH Public hearing on recommendation to Town Council on proposed rezoning and related requests for modifications of requirements for 380 Maple , a mixed-use building with ground floor retail and multi-family residential condominium units, located at 374 to 380 Maple Avenue W, in the C-1 Local Commercial and RS-16 Single-Family Detached Residential zoning districts to MAC zone (Continued)
Apr 1 [WS]	Joint work session with Town Council and the Transportation Safety Commission on Maple Avenue Corridor Multimodal Transportation and Land Use Study - Briefing 1 of 3 Joint work session with Town Council to discuss Sunrise Assisted Living
Apr 10 [RM]	Continued public hearing on 380 Maple rezoning and modifications of requirements (Voted 5-2 to recommend approval to Town Council)

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Apr 24
[RM]

- PH Reviewed and recommended approval to Town Council to **extend the temporary suspension of the Maple Avenue Commercial (MAC) Zone**, set to expire on June 27, 2019, to November 15, 2019 (Voted 7-0)
- PH Public hearing on recommendation to Town Council on proposed rezoning and related requests for modifications of requirements for **Sunrise Assisted Living**, a mixed-use building with ground floor retail and senior assisted living facility, located at 100 to 112 Maple Avenue E, from the C-2 General Commercial zone and C-1A Special Commercial Zone to MAC Maple Avenue Commercial zone and recommendation to the Board of Zoning Appeals on a request for a conditional use permit to allow an assisted living facility per Section 18-95.5.J. (Continued)

May 1
[WS]

Joint work session with Town Council and Board of Architectural Review to review **design guidelines and related amendments to MAC zone regulations** (continuation of March 20, 2019 work session)

May 8
[RM]

Reviewed and recommended approval to the Board of Zoning Appeals for conditional use permits for outdoor dining and live entertainment for a restaurant use for **Bear Branch Tavern**, located at 133 Maple Avenue E, in the C-2 General Commercial and RM-2 Multifamily, Low Density zones

Continued public hearing on **Sunrise Assisted Living** rezoning, modifications of requirements and conditional use permit (Voted 4-3 to recommend approval of conditional use permit to Board of Zoning Appeals and continued hearing on other items)

May 22
[RM]

Reviewed and recommended approval to Board of Zoning Appeals for a **conditional use permit to establish a family day home care of up to 12 children on property located at 305 Jade Court NW** in the RS-12.5, Single-Family Detached Residential Zone

Continued public hearing on **Sunrise Assisted Living** rezoning and modifications of requirements (Voted 5-2 to recommend approval)

Jun 10
[WS]

Joint work session with Town Council and the Transportation Safety Commission on **Maple Avenue Corridor Multimodal Transportation and Land Use Study** - Briefing 2 of 3

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Jun 12
[RM]

Reviewed and recommended approval to Town Council for final plat for **addition to the Katrina Hine Echols Subdivision**

Reviewed and recommended approval to the Board of Zoning Appeals for a **conditional use permit to establish an animal hospital** at commercial tenant space located at **414 Maple Avenue E**, in the C-1 Local Commercial zone

Jul 15
[JOINT PH]

PH Joint public hearing with Town Council on consideration of a **motion to rescind and repeal action** taken by Town Council on June 17, 2019 regarding a rezoning application for **374-380 Maple Avenue W**

Aug 14
[RM]

Reviewed and recommended approval to the Board of Zoning Appeals for a **conditional use permit for live entertainment** in a restaurant located at **111 Church Street NW**, in the C-1B Pedestrian Commercial zone

Work session to discuss potential change to Planning Commission meeting start time to 7:30 pm.

Aug 19
[WS]

Joint work session with Town Council and the Transportation Safety Commission on **Maple Avenue Corridor Multimodal Transportation and Land Use Study** - Briefing 3 of 3

Aug 28
[WS]

Work session for parliamentary training

Sept 25
[RM]

Reviewed and recommended approval to the Board of Zoning Appeals for renewal of a **conditional use permit for a family day home** of maximum of 10 children at **108 Yeonas Circle SE**, in the RS-10, Single Family Detached Residential zone

Amended Planning Commission bylaws

Oct 30
[RM]

PH Public hearing on recommendation to Town Council to **extend the temporary suspension of the Maple Avenue Commercial (MAC) zone**, set to expire on November 15, 2019, to June 30, 2020 (Voted 6-3)

Work session discussion with Town Attorney

Nov 13
[WS]

Work session to discuss proposed proffer amendment and conditional use permit for **Sunrise of Vienna** at 380 Maple Avenue W

Dec 11
[RM]

PH Public hearing on recommendation to Town Council on a proposed amendment to proffered conditions and related request for modifications of requirements for **Sunrise of Vienna**, a mixed-use building with ground-floor restaurant and 85-unit assisted living facility, located at 374 to 380 Maple Avenue W in the MAC zone and recommendation to the Board of Zoning Appeals on request for a conditional use permit to allow an assisted living facility per Section 18-95.5.J. (Voted 9-0 on all items)

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PLANNING COMMISSION BYLAWS

After many years of operating solely by oral tradition and remembered precedent, the Planning Commission adopted an official, written set of bylaws and rules of procedure at its meeting of March 27, 2019. The bylaws were amended September 25, 2019.

PARLIAMENTARIAN TRAINING

Parliamentary procedure provides a process for proposing, amending, approving, and defeating legislative motions. Roberts's Rules of Order governs all situations not covered by the commission's bylaws and rules of procedure. Colette Trohan of A Great Meeting, Inc. met with the Planning Commissioners and Planning and Zoning staff on August 28, 2019 to give an overview of Robert's Rules of Order.

STATUS OF PLANNING

MAPLE AVENUE COMMERCIAL (MAC) ZONING REVISIONS AND DESIGN GUIDELINES

As directed by the Mayor and Town Council, Planning and Zoning staff continued developing design guidelines for the MAC zone and related amendments to the MAC zone regulations. The project began in July 2018 and continued through 2019. The Planning Commission participated in four work sessions to provide input on draft documents. Commission members also attended community workshops at the Vienna Community Center on March 29 and 30, 2019. Town Council directed staff to consider amendments to the regular commercial codes C-1, C-1A, C-1B, and C-2 in chapter 18 of the Town Code that affect the MAC. Draft design guidelines were revised to apply to all commercial corridors.

At a public hearing on April 24, 2019, the Planning Commission voted 7-0 to recommend to Town Council an extension of the temporary suspension of the Maple Avenue Commercial (MAC) Zone from June 27, 2019 to November 15, 2019, to allow time for development of design guidelines and to incorporate potential recommendations of the Maple Avenue Corridor Multimodal Transportation and Land Use Study into the MAC zone amendments.

On October 30, 2019, the Planning Commission voted 6-3 to recommend to Town Council an extension of the temporary suspension of the Maple Avenue Commercial (MAC) Zone from November 15, 2019 to June 30, 2020.

SUBDIVISION AND ZONING ORDINANCE UPDATE

The Planning Commission has expressed its support of engaging a zoning code consultant to update the subdivision and zoning ordinances. The Planning Commission believes that the code should be viewed as a unified document in which each section connects with and relies on other sections. Recent efforts show that attempting to tackle the task on a section-by-section basis is neither comprehensive nor efficient. The commission agrees with Planning and Zoning staff that engaging knowledgeable specialists working against a contractual deadline is a more effective and expeditious approach to this task.

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CLOSING

The Planning Commission is pleased to submit this report summarizing its 2019 activities to Town Council.

Respectfully submitted,

Stephen Kenney, Chair

Sarah Couchman, Vice Chair

Sharon Baum

Michael Gelb

Julie Hays

Mary McCullough

Andrew Meren

David Miller

David Patariu

ADOPTED DATE: _____